

# UDOT Policy and Procedure Relating To Class B and C Road Inventory

February 2000

*Note: As used in this document, the term "local agency" refers to counties and municipalities in Utah*

- I. **Revision of Class B and C Mileage** - Since October 3, 1997, Class B & C regulations no longer require that UDOT verify eligibility of mileage before it can be added as a Class B or Class C road. Counties and municipalities now have the responsibility to document, certify and submit all eligible mileage by surface type to UDOT for Class B and C funding. New mileage may be added into the formula for allocation of Class B and C monies only through the submittal process as described herein. Submittal of certified mileage data will be accepted by UDOT as often as once each year for each local agency. The submittal process will be standardized as much as possible, comprising of a form (attached as last page) which the local agency may complete to show total mileage by surface type, and a hard-copy map (provided by local agency) to show location and surface type of all eligible mileage claimed on the completed submittal form. Eligible mileage does not include State highways, roads inside of county/municipal parks or cemeteries, alleys, unpaved roads which are not maintained by regular grading and any road restricted from public use. The form must be signed and dated by a valid representative of the local agency. UDOT will be responsible for filing all documents submitted, and will use them as a basis for the allocation of Class B and C funds and to help establish Class B and C road systems within the UDOT GIS data base. If the local agency does not have a suitable map available for this purpose, we offer to supply the most recent UDOT map which the local agency may use for submittal. If necessary, the UDOT map can be revised by hand to show any additions and/or deletions so that all Class B or Class C roads are included on the map. Colored pencils or markers should be used to show surface type (see suggested format for map, included with this packet), and only roads eligible to receive Class B or Class C funding should be colored. Upon receipt of submittal data, UDOT will include the revised mileage figures in the next quarterly distribution of Class B and C funds. For those entities that do not submit revised mileage, UDOT will continue to use mileage data based on the most current Class B or Class C map on file. The only conditions which would prompt UDOT to revise Class B & C mileage in lieu of submittal from an local agency would be (1) when jurisdictions of roads already existing in the system are transferred due to annexation, incorporation or disincorporation, (2) when jurisdictions of roads already existing in the system are transferred by cooperative agreement with another agency, or (3) when ineligible mileage is removed by UDOT (see section II). Before the allocation can be revised to reflect changes due to (1) and/or (2), UDOT must be notified by a local agency and provided revised mileage, maps, legal descriptions for municipal boundary changes (if applicable) and documentation showing specific roads which are to be transferred.
- II. **Physical Inspection of Roads by UDOT** - Since October 3, 1997, UDOT has ceased to conduct a scheduled inventory of all Class B & C roads in each county and its municipalities at regular intervals as was done in the past. UDOT will continue to physically inspect Class B & C mileage on a more limited scale in order to verify the eligibility of class B & C roads claimed through submittal as well as for purposes of collecting other road data. We expect to conduct the physical review on a varying portion (typically 15 - 25%) of Class B or C mileage for each local agency on a regular basis, as often as every two years. The roads reviewed may be any combination of recently added mileage and older existing mileage, and UDOT may investigate specific roads at any time when their eligibility status or funding classification (surface type) is called into question. In the event that mileage is determined to be ineligible, UDOT will notify the local agency in writing no less than 30 days prior to removal of the mileage from the allocation in order to provide the local agency time to respond and/or take corrective action.

**III. Enforcement of Regulations by UDOT** - It is reasonable to assume that by accepting the submittal of mileage by entities with no prior validation by UDOT, there may be occasions where ineligible mileage will be found to have been included in the submittal. Regulations define requirements which determine road eligibility with regards to maintenance, surface type, jurisdictional agreements, locked gates, restrictive signing, alleys and roads in municipal parks and cemeteries. Furthermore, regulations clearly state that UDOT shall “*have the responsibility and authority to make final determinations as to eligibility of specific roads and streets. Maps received from entities for purposes of Class B or Class C documentation will be examined . . . and any ineligible mileage will be removed from the appropriate surface-type category for the entity.*” In order to promote the integrity of mileage figures used as a basis for the allocation of Class B and C funds, UDOT will take corrective action to rectify mileage and surface type errors as they are ascertained, and to disqualify specific mileage which clearly does not meet eligibility requirements. The most likely infractions, followed by the corresponding correction procedure are listed as follows:

1. **Infraction:** County and municipality claiming the same road; municipal maps and respective county maps may not always agree where corporate limits exist at a given point in time.

*Correction Procedure:* Mileage will be corrected by crediting to one appropriate local agency.

2. **Infraction:** Two municipalities claiming the same road; where roads run along common boundaries.

*Correction Procedure:* Mileage will be corrected; credited to one appropriate local agency.

3. **Infraction:** Submittal includes roads which are found to be ineligible by definition.

*Correction Procedure:*

(a.) Private roads, park roads, cemetery roads and alleys will be removed. They will not be re-added as Class B or Class C roads without validation of eligibility by UDOT.

(b.) If ineligibility can be easily corrected, such as grading of surface to meet requirements for minimum standard of maintenance, or restrictive signing and/or locked gate can be removed, mileage will be left on and local agency will be notified and given at least 30 days to correct. In cases of complete ineligibility, mileage will be deleted as Class B or Class C mileage and will not be re-added back into the system for at least one year, subject to request by local agency **and** validation by UDOT.

4. **Infraction:** Submittal includes roads which are found to be ineligible by jurisdiction.

*Correction Procedure:* Roads which are found to be under the jurisdiction of another governmental agency (Federal, State, Tribal) will be removed. They will not be re-added as Class B or Class C roads without validation by UDOT.

5. **Infraction:** Submittal includes roads which, when checked, are found to clearly not meet the definition of the funding surface type claimed.

*Correction Procedure:* Funding surface type will be changed by UDOT to appropriate type. Surface type will not be upgraded for at least one year, subject to request by local agency **and** validation by UDOT.

## Suggested Format For Submittal of Class B or Class C Map to UDOT

Submittal maps should document the location of Class B or Class C mileage by surface type as reported on the submittal form. For this purpose, we encourage entities to prepare a hard-copy map in a consistent statewide format which will allow the data to be more commonly interpreted. The suggested format is as follows:

### 1. Scale

City maps	1" = 800 feet
County maps (standard scale)	1/2" = one mile
County maps (enlargements for congested areas)	2" = one mile

*If printing at the above scale requires more than one sheet for full coverage, sheet boundaries may be set up as match lines or they may simply overlap with each other.*

### 2. Default Legend for identification and surface type of eligible Class B and C roads and streets claimed by the reporting local agency:

<i>medium blue</i>	=	Class B or C; <u>paved</u>
<i>red</i>	=	Class B or C; <u>gravel</u>
<i>yellow</i>	=	Class B or C; other eligible roads ( <u>graded</u> dirt or better)

*If it is not possible to use the default legend as above, the substitute legend used should be clearly defined.*

### 3. Ineligible Roads and Streets

Although it is desirable that all public roads be shown, care should be taken to prevent any ineligible roads (*such as State highways, alleys, roads inside of cemeteries or parks, and unpaved roads which are not maintained by regular grading*) from being indicated as eligible on the submittal map. Any private streets shown should be clearly designated as private.

### 4. Attributes

It is desirable that the following attributes be included on the map; listed by order of importance:

- C centerline alignment of streets
- C municipal boundaries for municipal maps
- C street names/numbers for municipal maps
- C local road numbering system for county maps (if available)
- C boundaries for National Forest, Parks, Military Reservations and Tribal Lands
- C significant lakes, reservoirs, rivers, creeks and canals
- C railroad lines
- C section grid (Township, Range and Section)
- C public buildings, schools, city parks, cemeteries and churches

## UDOT Submittal Form for Update of Class B or Class C Mileage Data

In column 2 of Table 1-A below, please insert figures for all eligible Class B or Class C mileage presently maintained and under the jurisdiction of \_\_\_\_\_  
for each of three surface type classifications. UDOT will record mileage to 1/100 mile (xxx.xx).

Q County  
Q City  
Q Town

(Column 1) Surface Type of Eligible Mileage	(Column 2) Eligible Miles In Each Surface Type Classification
Paved	
Gravel	
Other (Dirt)	
TOTAL MILES	

Table 1-A

Surface type definitions are as follows, based on Utah Code, Title 72-2-108, revised 1999:

A **paved** road is a road with a concrete or bituminous surface, the minimum requirement is a chip seal over a gravel surface.

A **gravel** road is a road with an improved surface, graded and drained by a transverse drainage system to prevent serious impairment of the road by surface water. A gravel road has a wearing surface made of gravel, broken stone, slag, iron ore, shale, or other similar material which is coarser than sand.

**Other** roads include the remainder of eligible roads which do not meet the definition of paved or gravel.

*(Note: Typically, Aother roads are dirt roads which receive regular grading.)*

### **Certification of Data:**

I certify that the mileage data listed in Column 2 of Table 1-A includes only that mileage which is eligible to receive Class B or Class C funding in the name of the county or municipality identified above.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Title or Official Capacity

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
City/Town and Zip Code

\_\_\_\_\_  
E-Mail Address

*Please return this form along with submittal map to:*

**UDOT / Program Development P Attn: Scott Nay P BOX 143600 P Salt Lake City UT 84114-3600**  
**Phone: (801) 965-4352      Fax: (801) 965-4551      E-Mail: [snay@utah.gov](mailto:snay@utah.gov)**